



State of Georgia
Governor's Office for Children and Families

"Uniting and empowering communities, so they can unite and empower families"

2015 Request for Proposal (RFP)

HEALTHY FAMILIES

RFP Release Date: July 31, 2015

Deadline for Proposal Submission: August 28, 2015

Award Notification: September 15, 2015

Return by Mail or Overnight Delivery: Governor's Office for Children and Families
2 Capitol Square, Suite 425
Atlanta, Georgia 30334

NO HAND DELIVERIES

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State of Georgia – Governor's Office for Children and Families
Parenting Support Program

Request for Proposal

1. OVERVIEW

1a. Introduction

The mission of the Governor's Office for Children and Families (GOCF) is to reach, support, and empower communities to serve Georgia's children and families. GOCF aims to provide grants and technical assistance to communities to build their capacity to help improve outcomes for Georgia's children, youth, and families. The Governor's Office for Children and Families has adopted an integrated approach to programs and services that promote strong families. By providing community funding, educational opportunities and technical assistance, we believe that communities and families will be able to increase their own independence and productivity. GOCF focuses on improving the welfare of children and youth by first seeking to understand the factors that influence their health, education, safety, and growth.

1b. Purpose of the Request for Proposal (RFP)

Recognizing the fundamental role parents and caregivers play in a child's life and the difficulties that may arise, GOCF is supporting a parenting program that is aimed at aiding parents in developing tools and techniques to help their children succeed.

For this funding opportunity, GOCF will accept funding applications for the creation of or expansion of an existing family-centered program to build parenting skills. Nurturing Parenting, Community Based Education must be a component of this program.

1c. Award Eligibility

An eligible applicant must meet **all** of the following criteria:

- Be a public government entity or 501(c)(3) non-profit organization (in existence for at least 12 months);
- Serve as the fiscal agent for the grant and the point of contact to GOCF;
- Be responsible, liable, and oversee financial, program and post-award reporting requirements; and

Priority will be given to those grantees that meet the following criteria:

- Service area in a designated Early Empowerment Zone by the Department of Early Care and Learning

1d. Grant Award Agreement

Grant Award Amount: Applicants are eligible to apply for a maximum of \$150,000 for this grant year, a 9 month period. This grant period serves as year one, with the possibility of two additional years of funding, to total a total of three years of possible funding.

Grant Award Period: *The grant award period covers 9 months, from October 1, 2015 through June 30, 2016.* The funding source is the Georgia State Appropriations. Grant funding will be provided through **performance based cost methods**. All funded services must be implemented within thirty (30) days of the grant award agreement beginning date, beginning October 1, 2015.

Continuation Funding: Please note that a proposal is required annually. An initial grant does not guarantee continued funding. The annual submission allows sub-grantees to improve or modify objectives or activities, as well as assess the performance of the previous year. Continuation grants are awarded to applicants that demonstrate the following:

- Professional management of grant funds and compliance with administrative requirements,
- Accurate and prompt submission of required program and financial data and reports,
- Positive performance history with completion of program goals and objectives, and
- Continuation plan for their program.

Following this grant award period, applicants may re-apply for up to one additional year of funding. If awarded, the following year will follow a separate proposal and grant award agreement period. Please keep in mind that continuation funding is contingent on several factors including organizational capacity, performance history, contractual compliance, and availability of funds.

Modification of Funds: GOCF reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. GOCF may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions. If, during the term of the grant award period, the funds appropriated are reduced or eliminated by the Georgia State Legislature, GOCF may immediately reduce or terminate the grant award by written notice to the sub-grantee.

1e. Reporting Requirements

GOCF requires that sub-grantees comply with and fully participate in the financial and program reporting for this grant program.

Finance

1. **Performance Payment Request:** Sub-grantees must submit a performance payment request on a quarterly basis. Reports are due at the close of each quarter. Financial reports will not be processed until programmatic reports have been approved.

2. Sub-grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
3. Sub-grantees must participate in the Grant Management Conference Call prior to the release of grant funds.

Program

1. **Notice of Implementation:** This notice must be submitted within 60 days of the grant award, documenting the implementation of the new services beginning on October 1, 2015.
2. **Program Status Reports:** Sub-grantees are required to submit accurate and timely quarterly program reports to GOCF. Program Status Reports are due quarterly, along with the quarterly Financial Reports. Sub-grantees must stay up-to date on reporting as this is a requirement prior to financial payment.
3. **Mid-Year Report:** The Mid-Year Report is to be submitted to GOCF within 30 days after the middle of the grant award period. The mid-year report is due on April 30, 2016.
4. **Final Report:** The Final Report is due at the end of the grant award period. This report must be received and approved prior to the release of the final payment. The final report is due on July 15, 2016.

2. PROGRAM DESIGN

2a. Program Purpose

Family is the cornerstone of our society. The success of our children is often dependent on the skills and involvement of their caregivers. The beginning of a child's life is critical for building the early foundation for success. Teaching parents' strategies that are well matched to their child's developmental needs including language, social, and academic skills will help prepare children for later success in school and life.

Parenting support should include practical solutions for building communication skills and positive relationships. A program should include elements that will empower participants with the strength and confidence to practice the skills they learn.

The purpose of this grant program is to support to existing non-profits or government entities in creating or expanding a parental education and support program that serves the target population, parents of children ages 0-5.

The grantee will use the funding to increase the parenting skills among the target population.

2b. Program Requirements

Nurturing Parenting

Applicants must utilize the Community Based Education in Nurturing Parenting by Nurturing Parenting in their program. Information can be found here [Nurturing Parenting](#).

Additional Services

Applicants are required to select a minimum of four of the following components to include within the implementation of the service(s):

- Nutrition; e.g. how to prepare affordable healthy meals and the importance of physical activity
- Healthcare; e.g. importance of vaccinations and having a medical home
- Finances; e.g. how to manage a family budget
- Environment; how to maintain a safe home environment, including safe sleeping arrangements
- Education; e.g. parental role in supporting early education

Religion

Sub-grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation. The following statement is from Part 87.2 (c) of the Equal Treatment Regulation:

“(c) Organizations that receive direct financial assistance from the United States Department of Health and Human Services may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance.”

Federal Criminal Background Checks

All sub-grantees must conduct federal criminal background checks on all personnel who will have direct contact with youth served by the grant project. These background checks must take place prior to the provision of services by program personnel and the sub-grantee must maintain a copy of these records for GOCF auditing purposes.

Internet Security Policy

GOCF requires all sub-grantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by GOCF funding and technology utilized by participants during a GOCF funded program component.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFP.

2c. Minimum Program Hours

GOCF requires that sub-grantees offer a minimum of 20 program hours per family.

2d. Program Period

The initial grant award period for year 1 is October 1, 2015-June 30, 2016.

2e. Target Population

The target population is the population is parents of children ages 0-5.

All communities are open to apply, however, priority will be given to those serving parents within the following Early Education Empowerment Zone Counties: Catoosa, Whitfield, Murray, Gilmer (North Georgia E3Z); Bibb (Bibb County E3Z); Clarke (Clarke County E3Z); Colquitt, Cook, Brooks, Lowndes, Echols (South Georgia E3Z); or, in counties previously identified by DECAL in E3Z application process: Clayton; Spalding; Wilkes, Taliaferro, McDuffie, Warren, Hancock, Baldwin, Washington, Glascock, Jefferson; Richmond, Burke; Jenkins, Candler, Bulloch, Toombs, Tattnall, Evans; Houston, Macon, Dooly, Sumter, Crisp; Telfair, Turner, Ben Hill, Coffee, Jeff Davis, Irwin, Tift, Atkinson; Clay, Terrell, Dougherty, Baker, Mitchell, Seminole, Decatur, Grady.

2f. Goals

1. Increase parents' sense of self-worth, personal empowerment, empathy, bonding, and attachment
2. Increase family knowledge of developmental milestones and early education supports
3. Increase the use of alternative strategies to harsh and abusive disciplinary practices
4. Increase parents' knowledge of age-appropriate developmental expectations
5. Reduce child abuse and neglect rates

2g. Performance Deliverables

All applicants, regardless of chosen elements for implementation, will be required to demonstrate the following outcomes:

- At least 98% of program participants remain free from substantiated child abuse and neglect.
- At least 85% of program participants complete program and demonstrate an increase in knowledge of the aforementioned goals

Below is an example of the performance deliverables report for year 1 funding:

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON OR BEFORE THE FOLLOWING DATES
FIRST PERIOD	<u>First Reporting Period:</u> <ul style="list-style-type: none"> Fully executed grant award agreement and attachments Submission of performance payment request Submission of program calendar for implementation to cover October 1, 2015-December 31, 2015 	10/1/15
SECOND PERIOD	<u>10/1/2015-12/31/2015 Reporting Period:</u> <ul style="list-style-type: none"> Completion and submission of Program Report Submission of performance payment request Submission of program calendar for January 1-June 30, 2016 Attendance at GOCF Grant Management Conference Call 50% of yearly target population enrolled and reported to GOCF 	1/15/16
THIRD PERIOD	<u>1/1/2016-3/31/2016 Reporting Period:</u> <ul style="list-style-type: none"> Completion and submission of the Mid-Year Program Report Submission of performance payment request 75% of yearly target population enrolled in services and reported to GOCF 	4/15/2016
FOURTH PERIOD	<u>4/1/2016-6/30/2016 Reporting Period:</u> <ul style="list-style-type: none"> Completion and submission of Final Program Report Submission of performance payment request 98% of program participants remain free from substantiated child abuse or neglect 85% of program participants have completed program 	7/15/2016

All performance deliverables are due on the day following the close of the period; a 30 day period, from the due date, will be given for grantees to comply with providing required materials before a penalty is applied. Penalties will be applied for any deliverables submitted after the 30-day timeframe.

3. PROPOSAL SUBMISSION INSTRUCTIONS

3a. Number of Copies

One (1) original application must be submitted at the time of initial submission to include: application narrative, application budget request in Excel format, application attachments with all signature pages **signed in blue ink** and **one (1) electronic copy**. *All* of the aforementioned proposal documents are also required to be submitted on a CD, which will serve as the electronic submission. Assemble the original printed application with a binder clip. The application must follow the outline as described on page 19 of this RFP, beginning with the application face sheet (Attachment A-1). The proposal package must be completed and submitted in accordance with RFP section 3b. and 3c. or the proposal will be disqualified.

3b. Submission Date

Applications must be postmarked by **August 28, 2015** and must include the original signature of the executive officer of the applicant on the application face sheet. Applications postmarked after that date will be classified as late and will **not** be considered for funding. Applicants are cautioned to request a legibly dated United States Postal Service postmark or receipt, or to obtain a legibly dated receipt from a commercial carrier. **GOCF will not accept office-metered postmarks, faxed, or hand-delivered applications.** The mailing address for applications is below:

Governor's Office for Children and Families
Attention: Katie Jo Ballard
2 Capitol Square, Suite 425
Atlanta, Georgia 30334

3c. Disqualification Factors

Any application received after the August 28, 2015 deadline will be regarded as late and will not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received by the specified deadline.

Additionally, GOCF will not consider funding any applicant that fails to comply with all application requirements. Disqualification factors include any of the following:

- Failure to include application narrative, application budget, and application attachments;
- Failure to provide appropriate number of copies and format requested;
- Failure to provide all of the required documents in an electronic format;
- Applicant is not a public government entity or 501(c)(3) non-profit organization;
- Submission fails to include an original signature of the applicant's executive officer on the application face sheet; or

- Application lacks original signatures where appropriate.
- Failure to provide information stating the already existence of the program in which the funds would support

3d. Questions

GOCF asks that applicants direct all questions to Katie Jo Ballard. Applicants may reach Mrs. Ballard by email at katiejo.ballard@opb.georgia.gov or by phone at (404) 656-5600. Although questions will be permitted until the date of the RFP submission, they will be answered subject to staff availability. As such, applicants are strongly encouraged to pose all questions as early as possible in the RFP process.

4. PROPOSAL NARRATIVE

The following information provides a description of necessary components to be contained in the narrative portion of your proposal. Limit the narrative to ten (10) pages and use the outline format described in this section. The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how statements about the grant proposal. GOCF requires that applicants restate and number each question followed by the response.

4a. Proposal Summary (½ page)

1. Statement of the community problem
2. A description of how the problem relates to the mission of the applying agency
3. Overview of the Target Population to be served
4. Description of the chosen program elements under this RFP
5. Description of the activities requesting GOCF funds

4b. Administration (½ page)

1. Name the implementing agency. Provide a brief description of the implementing agency. Name the applicant and fiscal agents, if these agencies are different from the implementing agency.
2. List the agency's qualifications and experience with managing grants.
3. List the Community Partners and their description and contribution, if any, to the proposed program.
4. Does the fiscal agent have the ability to maintain a quarterly cash flow?

4c. Target Population (½ page)

Provide a detailed description of the clearly defined target population to be served in the grant period, including the following:

1. Target group
2. Age range;
3. Number of families to be served during the grant period;
4. County or counties to be served; and
5. Other demographics, including at-risk population(s).

4d. Program Goals and Objectives (½ page)

1. List the goals for the proposed project
2. List the objectives for the proposed project

4e. Methods and Procedures (6 pages)

Service Delivery

1. Describe the overall format and design of the program, using the following:
 - a. Program type (i.e., community-based, school-based, or other);
 - b. Program time (i.e., evenings, or weekends);
 - c. Program duration (i.e., the length of the program in days, weeks, and/or months)
 - d. Program hours (i.e., the minimum number of program hours per family).
2. Complete the Program Timeline (Attachment A-2). Provide a detailed timeline from October 1, 2015 – June 30, 2016 of planned grant activities, including, but not limited to, program start and end dates, special events, and planning.
3. List the specific site(s) where programming will occur (i.e., the site name and the street address). Attach Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).
4. Describe how participants will learn about your program.
5. Describe how and when families are recruited to participate in the program.
6. Describe the intake process. List the criteria to determine which individuals will be offered program services.
7. List who the program services will be provided by.
8. List the services and activities that will be implemented through this grant, only.
9. Provide an overview of the existing program and describe how these additional services will enhance the existing services.

Staffing

10. Describe the primary roles and responsibilities for each grant-funded position. Attach a job description for each position discussed (Attachment A-4).
11. Explain the plan for orientation and training of grant-funded staff.

4f. Sustainability (1/2 page)

1. Describe the specific activities that will take place during this upcoming grant period to ensure sustainability
2. List the current funding sources and amount of funding for your organization.
3. Identify potential state, federal, and or/private funding streams for program support.
4. Identify any staff or volunteers that have assigned, dedicated efforts towards sustainability
5. Provide a description of the applicant's ability to maintain adequate cash flow for the program (for a minimum of 45 days) during the entire funding period.

4g. Evaluation (1 page)

1. Describe the strategy to plan and implement a successful evaluation for this project. Please address the following
 - a. The process for collecting data
 - b. The process for analyzing data
 - c. The person(s) responsible
 - d. How often data will be collected and analyzed
2. Describe the outcomes of this project for the target population
3. Describe the benefit that this project has for the community.

5. FISCAL RESPONSIBILITY

All applicant agencies receiving GOCF funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of GOCF awards. The applicant agency must provide an adequate accounting system (see Accounting System/Internal Control Questionnaire) described in Forms, Assurances, and Certifications, and should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each grant awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each grant and the expenditure of funds for each grant award;
2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located;
3. The accounting system provides accurate and current financial reporting information; and
4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

6. PROPOSAL BUDGET SUMMARY WORKBOOK

Proposal Budget Summary Workbook: Complete the Budget Summary workbook (Attachment A-8). The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities. A detailed budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for "Speaker Contracts," the applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value-add to the grant. Sub-grantees are responsible for obtaining and executing MOAs or MOUs with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by GOCF at any time during the contract period. Budgets should be submitted within the grant and electronically by CD.

7. APPLICATION ATTACHMENTS: APPLICATION FORMS, ASSURANCES, CERTIFICATIONS, AND FINANCIAL STATEMENTS

The applicant is required to comply with the following as described in the RFP attachments. The sub-grantee will be responsible for ensuring that any service delivery partners comply with the following forms applicable to the partner.

- A-1 **Application Face Sheet:** Signed by executive officer of the applying agency.
- A-2 **Program Timeline:** A detailed timeline of grant activities.
- A-3 **Memorandum(s) of Agreement:** Signed agreement(s) between the applying agency and partners or program site not under the jurisdiction of the applying agency, if applicable.
- A-4 **Job Descriptions:** Job description for each grant-funded position.
- A-5 **Forms, Assurances, and Certifications:** To certify intent to comply with all of the following, the chief executive officer of the applying agency must review, complete, sign, and submit all of the following forms:
1. Questionnaire Accounting and Financial Capability Information
 2. Non-Supplanting Certification
 3. Service Delivery Strategy Act Compliance Certification
 4. Immigration and Security Form
 5. Child Abuse Reporting, Background Investigation, Internet Security Policy Requirements
 6. Certifications Regarding Lobbying; Debarment Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
 7. ACF Certification Regarding Lobbying
 8. ACF Certification Regarding Environmental Tobacco Smoke
- A-6 **Applicant's Financial Statements:** The applicant must maintain compliance and eligibility to receive state funds by complying with audit of OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Institution" and requirements of O.C.G.A. 36-18-7. Reference: <https://www.audits.state.ga.us/nalgad/rlogovt.html> ; Reference: https://www.audits.state.ga.us/nalgad/Audit_law_OCGA_36-81-7_effective_2004.pdf Submit the following:

Local Unit of Government Applicant

Local Units of Government must attach to the application an audit from the most recently concluded fiscal year in accordance with OMB Circular A-133.

Non-Profit Applicant

Non-profit applicants must attach to the grant application; its financial statements from most recently concluded fiscal year:

- Audit from most recently concluded fiscal year in accordance with OMB Circular A-133 and OCGA 36-81-7,

- Or if the non-profit applicant is not required to have an audit, attach to the application the following: 1) **balance sheet** from the most recently concluded fiscal year showing assets and liabilities, and 2) **statement of financial activity** from the most recently concluded fiscal year showing revenue and expenditures.

A-7 **Letter of 501(c)(3) Designation:** Letter from Internal Revenue Service designating applicant as 501(c)(3) non-profit organization.

A-8 **Budget Summary Workbook:** Submit in Excel format.

8. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The Transparency Act requires information disclosure concerning entities receiving federal financial assistance through federal awards such as federal contracts, sub-contracts, grants, and sub-grants (Reference 31 U.S.C. 6101).

Successful applicants will be required to provide total compensation of the five highest compensated officers of the sub-grantee if the sub-grantee in the preceding fiscal year received 80 percent or more of its annual gross revenue in federal awards and \$25,000,000 or more in annual gross revenue from federal awards. Successful applicants will also need to provide the following information in order to comply with the “Federal Funding Accountability and Transparency Act.”

- Contractor’s DUNS number
- Month of fiscal year end
- Congressional district #

9. SELECTION PROCESS

GOCF will review all proposals received before the declared deadline to ensure all necessary worksheets and documentation are completed and included in submitted proposals. The proposal review committee will not review incomplete applications and GOCF will not permit applicants to add information to their application after submission, unless a clarification or additional information is requested from GOCF.

GOCF will send award notices by September 15, 2015.

10. POST-AWARD REQUIRED ACTIVITIES

Applicants are strongly encouraged to include costs that might be associated with the required and non-required activities (e.g., travel, lodging, food, etc.) within their proposed budgets.

10a. GOCF Grant Management Conference Call

If an applicant is awarded a grant, it is mandatory to participate in a GOCF Grant Management Conference Call on September 22, 2015. The awarded grantees will be provided a number and time for their scheduled conference call.

10b. Site Visits

GOCF staff may conduct a site visit to each sub-grantee during the grant period. Site visits will be scheduled with the sub-grantee in advance. Site visits will be conducted to monitor the program for progress, implementation, adherence to outcomes, and to view program and financial documents.

Application Submission Instructions

Disqualification Factors:

- Applicant is not a public government entity or 501(c)(3) non-profit organization (in existence for at least 12 months);
- Submission fails to be postmarked by the deadline date;
- Submission fails to include the original signature of the executive officer of the applicant on the application face sheet; or
- Application lacks original signatures where appropriate.

Format:

- Number of every page submitted as part of your application
- Use type that is 12-point font size and one inch margins
- The application narrative should be typed on white paper that is 8 ½ x 11 inches
- Include a footer identifying the applying agency
- Adhere to page limits
- Applications should not be stapled or bound; use binder clips
- Applicants must restate and number each proposal narrative question followed by the response

Application Order:

Use the table below to ensure that all requested information is included in your application in the correct order.

Required Application Order	Maximum Page Limit	Applicant Checklist (Y/N)
Application Face Sheet (Attachment A-1)	NA	
Application Narrative:	10	
A. Statement of Need	½	
B. Administration	½	
C. Target Population	½	
D. Program Goals and Objectives	½	
E. Methods and Procedures	6	
F. Sustainability	1/2	
G. Evaluation	1	
Application attachments in the order listed below: A-2 Program Timeline A-3 Memorandum(s) of Agreements A-4 Job Descriptions A-5 Forms, Assurances, and Certifications A-6 Applicant's Financial Statements A-7 Letter of 501(c)(3) Designation for Non-profit Applicant A-8 Budget Summary Workbook		